

Oct 25/62  
J. Edgar Hoover  
October 25, 1962

**MEMORANDUM FOR: Heads of Departments and Agencies Having  
Nonmilitary Defense Responsibilities**

The purpose of this memorandum is to provide or confirm general guidance with respect to the actions which each Federal Department and Agency should take if there is a further worsening of the present situation.

On September 13, 1962, I issued Office of Emergency Planning Circular 9410.1, subject "Interim System for Response to Warning." Each Department and Agency head should be considering now those actions which would be required if a DEFCON 2 or a DEFCON 1 should be declared.

Where they have not already been initiated or taken, all Departments and Agencies should take the following steps:

1. Substantive Plans

You should review those plans which have been prepared or are being prepared by your agency in the areas covered by your Executive Order assignments or by other emergency planning responsibilities which you have. You should also analyze those actions which are necessary to make the plan effective, with particular reference to authority, organization, assignments of personnel, and other matters.

Special attention should be given to Plans C and D-Minus, the draft Presidential Emergency Action documents in which your Department or Agency is an action addressee, and necessary implementing documents for those plans.

2. Relocation

Members of my staff have been in touch with your staff member, who is assigned emergency planning responsibilities, with regard to planning for the movement of small cadres to relocation sites.

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BY: [Signature] NARS DATE: 3/22/79

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2

if developments require. In your planning you should consider the numbers of staff shown on the attached list for any movement which might be ordered by this Office prior to DEFCON 2. These have been increased to a minimum of three.

Ideally, the cadre for the Classified Location should include one person in the line of succession. The cadre for the Department's or the Agency's own relocation site should also include one person in the line of succession, preferably senior to the person assigned to the Classified Location.

We note that most Departments and Agencies plan partial relocation at the time of receipt of DEFCON 2. You should await specific instructions from this Office before relocation prior to DEFCON 2.

3. Plans C and D-Minus

Although the entire range of emergency plans is being reviewed and revised, the current Plan C and Plan D-Minus, as used in Exercise SPADE FORK, are the approved plans until further notice.

4. Care of Dependents

It should be made clear to all employees who may be required to move to relocation sites that provision for their dependents is the employee's responsibility. There are no provisions for the care of dependents at relocation sites. Each employee should assure that members of his family are informed regarding civil defense measures and the specific preparations which they should make.

5. Reports

Please submit a brief report as of the close of business, October 26, with regard to the following:

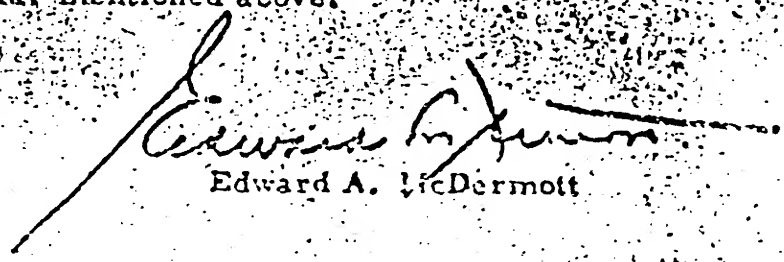
- (a) The readiness of your plans and procedures, including the action documents under Plans C and D-Minus; and

SECRET

SECRET

3

(b) Your capability to relocate a small cadre as indicated above and your plans for relocation under DEFCON 2 and DEFCON 1 conditions as described in the Office of Emergency Planning Circular mentioned above.

  
Edward A. McDermott

Attachment

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INITIAL CADRE FIGURES FOR RELOCATION SITE PLANNING

<u>AGENCY</u>	<u>OEP SPECIAL FACILITY</u>	<u>AGENCY SITE</u>
AGRIC	3	3
AEC	3	
BOB	3	
CLA	3	3
CAB	3	3
CSC	3	3
Commerce	6	6
CEA	3	
FCA	3	3
FAA	3	4
FBI	3	4
FCG	3	3
FDIC	3	3
FHLBB	3	3
FPC	3	3
FRS	3	3
GSA	3	3
HEW	3	3
HHFA	3	3
Interior	5	
ICC	3	3
Justice	4	
Labor	3	3
NASA	3	3
NSF		3
NSC	3	3
PO	3	3
SEC	3	3
SSS	3	3
SBA	3	3
State	7	6
Treas	3	3
USLA	3	4
VA	3	

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